

Pathana Chonmany

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Profile

Expertise with Computers and Technology

primary emphasis on website design and development, self-taught since 2001 typing 80+ wpm

Pursuing a Master's Degree

information technology; harvard extension school

Able to Speak Four Languages

english, lao, thai and spanish

Graphic Design

eye for detail, advanced knowledge with nearly all adobe software and microsoft office

Strong Work Ethics

adaptable to different working environments, able to bring new things to the table

Education

The New England Institute of Art, Brookline, MA

graduated - sept 2013

bachelor of science - web design & interactive media

honors - senior year

Wentworth Institute of Technology, Boston, MA

sept 2010 - nov 2010

alumnus - computer networking

Work Experience

Boston Business Journal, Boston, MA ----- Feb 2014 - May 2014

creative services assistant (feb-mar) / receptionist (apr-may)

- graphic designing - creating house ads, sponsorship ads, print ads, web ads
 - html email newsletters and marketing
 - print work - making signage and materials for events and advertisement
- responsibility of uploading digital paper onto web and knowledge of assembling paper
 - assisted individuals with technical difficulties as needed
- answer phone calls, greet visitors, distribute mail and handle outgoing mail, process checks, order supplies, manage conference room schedules, enter IO/contract orders for sales reps, assist sales operations director and controller

GMO GlobalSign Inc., Cambridge, MA ----- May 2013 - Aug 2013

web/marketing intern

- focus on seo and analytics work
- provide assistance to the web team
- help in the development of web kpi tracking documentation
- test and report on collaboration tools for multivariate testing
- create and perform multivariate testing to improve conversion funnels and conversion rate optimization

Cheeseboy: Grilled Cheese to Go LLC., Boston, MA ----- Sept 2012 - Sept 2013

shift manager (previously a team member since july 2011)

- provide great customer service and works in a rapid-paced environment and experience (operating cash register, sandwich making, sandwich grilling, prepping, expediting and more)
 - supervising and delegating associates to appropriate tasks
- handle inventory and ordering food and supplies, packaging, cash (counting safe and registers, cashier reports), conducts station observation checklists on employees
- attention to detail in and around work area; making sure employees are following work expectations, standards and procedures, proper food handling, provides constructive feedback when necessary

Languages

HTML/CSS
JavaScript
PHP
MySQL
ActionScript
XML
C++

Software Knowledge

Photoshop
Dreamweaver
Flash
Fireworks
InDesign
Illustrator
Microsoft Office
Visual Studio
Git
Azure RP Pro
FL Studio 10
Pro Tools 10
Camtasia Studio
VMware Workstation
Oracle VM Virtualbox

Related Coursework

Intro to Layout Design
Digital Illustration
Image Design for Multimedia II
Experience Design
Web Design & Development III
Interface Design
Computer Programming